

SELECTMEN'S MEETING AGENDA

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Joint Meeting 5:00 P.M.

Executive Session 6:00 P.M.

Regular Meeting 6:30 P.M.

Monday, November 15, 2021

**As required by Open Meeting Law, you are hereby informed that the Town will be video and audio taping as well as live broadcasting this public meeting. In addition, anyone in the audience who plans to video or audio tape this meeting must notify the Chairman prior to the start of the meeting.*

I. CALL TO ORDER

II. JOINT MEETING WITH THE BOARD OF SELECTMEN AND THE BOARD OF ASSESSORS

- A. Classification Workshop in preparation of the November 29, 2021 tax classification hearing

III. EXECUTIVE SESSION

- A. Pursuant to MGL,c.30A section 21 (a)(3) to discuss with respect to collective bargaining for all town unions if an open session would have a detrimental effect on the town's bargaining position and the chair so declares;
- B. Executive Session pursuant to G.L. c. 30A, sec. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct contract negotiations with non-union personnel;
- C. Pursuant to MGL c.30A, §21(6) to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position.

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC COMMENTS/ANNOUNCEMENTS

VI. CONSENT AGENDA

- A. Vote to approve the resignation of Elizabeth Watkins from the Treasure Chest Committee
- B. Vote to approve the chair to sign three Fire Department employee step increases per contract
- C. Vote to accept the grant to the Harwich Fire Department from the MediCenter Five, Inc- Brewster, Chatham, Eastham Harwich, Orleans Emergency Medical Service (MCV-BCEHO EMS) Fund of The Cape Cod Foundation in the amount of \$1,321.65 to be used for "Stop the Bleed" kits
- D. Vote to approve the Assistant Town Administrator's recommendation to grant permission of NSTAR Electric Company D/B/A Eversource Energy for the purpose to install 40' +/- of 1-3" conduit under the public road, the purpose of this construction would be to provide new underground service to 12 Sea Breeze Avenue, Harwich, as indicated on Plan No. 6266951

VII. NEW BUSINESS

- A. Annual Committee Meetings:
 - a. Board of Health
 - b. Community Center Facilities Committee
 - c. Council on Aging
- B. Town Administrator to present the Annual Town Meeting Budget Calendar for 2022 Annual Town Meeting
- C. Discussion and possible vote on Remote Participation policy per a request of a member of the Affordable Housing Trust

VIII. OLD BUSINESS

- A. Discussion and possible vote to support the Local Initiative Program (LIP) for Chloe's Path Affordable Housing Development
- B. Discussion and possible vote to approve the proposed Local Comprehensive Plan (LCP) committee charge
- C. Discussion and possible vote to approve the revised Monomoy regional agreement language as presented and request article be put on annual town meeting warrant
- D. Discussion and possible vote to merge the Bikeways and Traffic Safety Committees and update the Committee Charge
- E. Discussion continued by the Board on the Community Center Facility Committee

IX. CONTRACTS

- A. Discussion and possible vote to approve a contract with Specialty Vehicles, Inc. in the amount of \$378,257.00 for the purchase of a 2022 Life Line Emergency Vehicle as approved at the 2021 Special Town Meeting.
- B. Discussion and possible vote to approve a contract with VHB for on-call engineering services, including those associated with the MS4 Stormwater Permit requirements, not to exceed \$150,000.00
- C. Discussion and possible vote to approve a contract with OpenGov for the purchase of e-permitting subscription and deployment in the amount of \$82,400.00

X. TOWN ADMINISTRATOR'S REPORT

XI. SELECTMEN'S REPORT

XII. CORRESPONDENCE

XIII. ADJOURNMENT

**Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the Selectmen's Office at 508-430-7513.*

Authorized Posting Officer:

Ellen Powell, Executive Assistant

Posted by: _____

Town Clerk

Date: _____

November 10, 2021

CONSENT AGENDA

324 Main St.
Harwich, Ma.

10/28/2021

Anita DOUCETTE
TOWN Clerk
Harwich, Ma.

To: Anita Doucotte:

Effective today, I resign due to health reasons from the TREASURE CHEST Committee. It was with great pleasure to have served and I wish the Committee continued progress and success.

Elizabeth B. Watkins
Harwich





HARWICH FIRE DEPARTMENT

MEMORANDUM

David J. LeBlanc, **Chief of Department**
Craig W. Thornton, **Deputy Fire Chief**

Date	November 1, 2021
To:	Harwich Board of Selectmen
From:	David LeBlanc, Fire Chief
Subject:	Employee Step Increases

Per Article 20, Section 7 of the Collective Bargaining Agreement between the Town of Harwich and the Harwich Permanent Firefighters Association, I am submitting to you the recommendation that Firefighter/Paramedic William Schneeweiss be advanced to Step 4 effective December 19, 2021. Firefighter Schneeweiss has been evaluated by his immediate supervisor which I have reviewed, and his work performance merits this recommendation.

Additionally I am submitting to you the recommendation that Firefighter/Paramedic Daniel SanGiovanni be advanced to Step 4 effective December 12, 2021. Firefighter SanGiovanni has been evaluated by his immediate supervisor which I have reviewed, and his work performance merits this recommendation.

Please advise me when this will be on the Agenda at a Selectmen's meeting. Thank you.



261 Whites Path, Unit 2
South Yarmouth, MA 02664
p: 508.790.3040
f: 508.790.4069
capecodfoundation.org

OFFICERS

Ramani Ayer
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Patricia Meservey
Vice Chairman
Mark Quinn
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Larry R. Thayer
Clerk
Sharon Nunes
Immediate Past Chairman

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James H. Rice
S. Murray Rust, Jr.
William C. Snow

PRESIDENT and CEO

Kristin O'Malley

October 22, 2021

David LeBlanc
Harwich Fire Department
175 Sisson Road
Harwich, MA 02645

Dear Fire Chief LeBlanc:

We are pleased to announce that Harwich Fire Department has been awarded a grant from the MCV-BCEHO EMS Fund of The Cape Cod Foundation. The grant is for \$1,321.65 to be used for "Stop the Bleed" kits.

The MCV-BCEHO EMS Fund was established upon the closure of the MediCenter Five, Inc. facility in Harwich and subsequent dissolution of the corporation that had been established to provide quality affordable healthcare to the towns of Brewster, Chatham, Eastham, Harwich and Orleans. It was determined that, in keeping with the mission of the MediCenter Five, grant funds be used to support emergency projects or equipment for EMS service which are not funded through the town budgets in the towns of Brewster, Chatham, Eastham, Harwich and Orleans.

Please include the source of the grant from the MCV-BCEHO EMS Fund of The Cape Cod Foundation in any printed materials such as press releases, brochures, website pages, posters and local announcements regarding this award. We would appreciate a copy of any of these materials for our files.

Please complete and return the enclosed Acceptance of Grant Form. We will need this form returned in order to send your check.

A thank you letter may be sent to:

MCV-BCEHO EMS Fund c/o Pamela Mulveyhill
P.O. Box 496
Forestdale, MA 02644-0496

Please call Dara Gannon, Director of Program and Donor Services at The Cape Cod Foundation if you have any questions or concerns, 508-790-3040.

Sincerely,

Kristin O'Malley
President and CEO

cc: Paul Finn, EMS Officer



Excellence in Accountability Impact™

OFFICE OF THE TOWN ADMINISTRATOR

Joseph F. Powers, *Town Administrator*
Meggan M. Eldredge, *Assistant Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA



MEMO

TO: Board of Selectmen

FROM: Meggan M. Eldredge, Assistant Town Administrator

RE: Utility Hearing
NSTAR Electric dba Eversource Electric
12 Sea Breeze Avenue

DATE: November 5, 2021

A Utility Hearing was held on Friday, November 5, 2021 at 10:00 AM at the request of NSTAR/Eversource for Wyndemere Bluffs Road, Harwich the purpose of the installing 40' +/- of 1-3" conduit under the public road. The purpose of this construction would be to provide new underground service to 12 Sea Breeze Avenue.

Legal ads were published and notifications were given. There were no abutters present. There were no objections to installing 40' +/- of 1-3" conduit under the public road for the purpose of this construction would be to provide new underground service to 12 Sea Breeze Avenue.

There were no other questions, concerns or objections and the Hearing was adjourned at 10:02 AM. After careful review, I recommend that the Board approve Eversource Plan No. 6266951 Dated October 2, 2021 – WO#6266951.

October 4, 2021

Town Administrators
732 Main Street
Harwich, MA 02653

Dear Board Members:

Enclosed is a petition to install 40' +/- of 1-3" conduit under the town road.

This construction is necessary to provide new underground service to 12 Sea Breeze Avenue.

This petition will require a notice to abutters and a hearing.

If you have any questions, feel free to contact me at 508-790-9001 or the email address provided below.

Warm Regards,

Marissa L Jackson

Marissa L Jackson
Right of Way Agent
Marissa.Jackson@Eversource.com
NSTAR Electric
d/b/a Eversource Energy

Please return 1 signed copy to: **Eversource-484 Willow Street-W. Yarmouth, MA 02673 Attn: Marissa Jackson**

PETITION FOR
UNDERGROUND CABLE AND CONDUIT LOCATIONS

WO# 6266951

Harwich, Massachusetts

October 4, 2021

To the Board of Selectmen for the Town of Harwich, Massachusetts.

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY

request permission to locate underground cables, conduits, and manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way or ways:

Wyndemere Bluffs Road, Harwich

Eversource to install 40' +/- of 1-3" conduit under the public road. The purpose of this construction would be to provide new underground service to 12 Sea Breeze Avenue.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to install and maintain underground cables, conduits, and manholes, together with such sustaining and protecting fixtures as it may find necessary, said underground cables, conduits, and manholes to be installed in accordance with the plan files herewith marked Plan # 6266951 dated October 2, 2021.

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY

By Marissa L Jackson

Right of Way Agent

Marissa L. Jackson

**FORM OF ORDER FOR
UNDERGROUND CABLE AND CONDUIT LOCATIONS
WO# 6266951**

IN BOARD OF SELECTMEN FOR THE TOWN OF HARWICH, MASSACHUSETTS.

Notice having been given and a public hearing held, as provided by law,
IT IS HEREBY ORDERED: that the NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY
be and it is hereby granted a location for and permission to install and maintain underground
cables, conduits and manholes, together with such sustaining and protecting fixtures as said
Company may deem necessary, in, under, along and across the public way or ways
hereinafter referred to, as requested in petition of said Company dated the 4th day of October
2021.

All construction under this order shall be in accordance with the following conditions:

Cables, conduits, and manholes shall be installed substantially at the point indicated
upon the plan marked Plan # 6266951 Dated October 2, 2021 filed with said petition. The
following are the public ways or parts of ways under, along and across which the cables
above referred to may be installed under this order.

Wyndemere Bluffs Road, Harwich
Eversource to install 40' +/- of 1-3" conduit under the public road. The purpose of this
construction would be to provide new underground service to 12 Sea Breeze Avenue.

I hereby certify that the foregoing order was adopted at a meeting of the Board of
Selectmen of the Town of Harwich, Massachusetts held on the _____ day of
_____ 2021.

Clerk of Selectmen

_____, Massachusetts _____ 2021.

Received and entered in the records of location orders of the Town of Harwich
Book _____ Page _____.

Attest:

Town Clerk

We hereby certify that on _____ 2021, at _____ o'clock,
_____ M. at _____ a public hearing was held on the
petition of the

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY

for permission to install and maintain the underground cables, conduits, manholes and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to install underground cables, conduits, manholes and fixtures under said order. And that thereupon said order was duly adopted.

**Selectmen of the Town of
Harwich, Massachusetts**

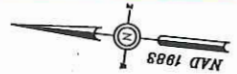
CERTIFICATE

I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Harwich, Massachusetts, on the _____ day of _____ 2021, and recorded with the records of location orders of said Town, Book _____, Page _____.

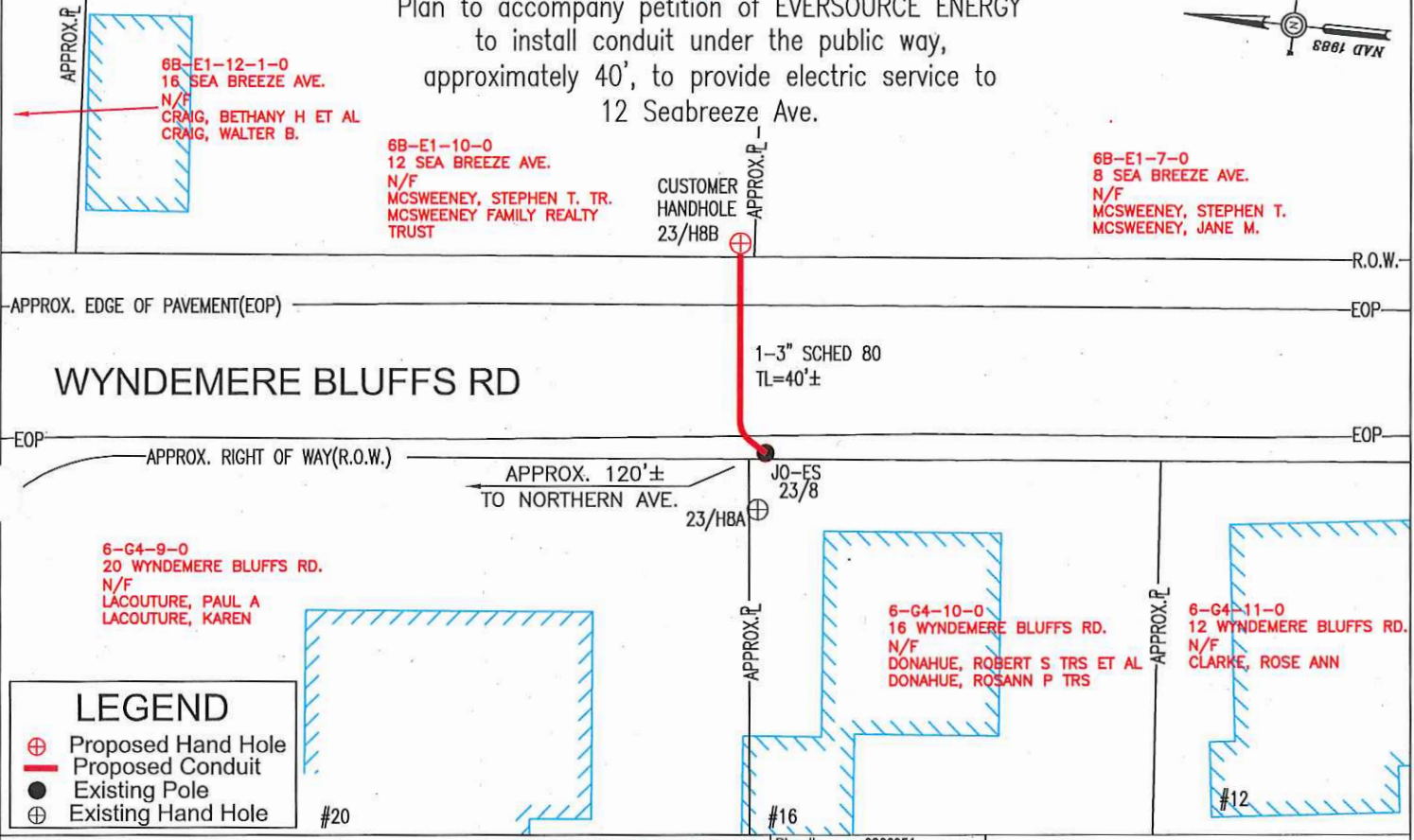
This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

Town Clerk.

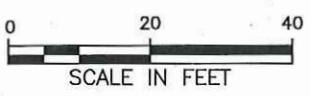


Plan to accompany petition of EVERSOURCE ENERGY to install conduit under the public way, approximately 40', to provide electric service to 12 Seabreeze Ave.



LEGEND

- ⊕ Proposed Hand Hole
- Proposed Conduit
- Existing Pole
- ⊕ Existing Hand Hole



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

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MASS. LAW
 REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Plan #	6266951	NSTAR EVERSOURCE ELECTRIC 1100 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Ward #		
Work Order #	6266951	Plan of WYNDEMERE BLUFFS RD/SEABREEZE AVE.
Surveyed by:	N/A	HARWICH
Research by:	JC	Showing PROPOSED CONDUIT LOCATION
Plotted by:	SJ	
Proposed Structures:	TL	
Approved:	T THIBAUT	Scale 1"=20' Date October 2, 2021
P#		SHEET 1 of 1

**TOWN OF HARWICH
NOTICE OF PUBLIC HEARING
NOVEMBER 5, 2021**

Pursuant to M.G.L. Ch. 166, § 22, a Public Hearing will be held at **10:00 AM on Friday, November 5, 2021** at the Harwich Town Hall in the Griffin Room, 732 Main Street, Harwich, MA in reference to the following matter:

A petition by NSTAR ELECTRIC COMPANY requesting permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in under, along and across the following public way or ways:

Wyndemere Bluffs Road, Harwich

PROPOSED: To install 40' +/- of 1-3" conduit under the public road. The purpose of this construction would be to provide new underground service to 12 Sea Breeze Avenue.

All abutters and other interested persons are invited to attend. For further information, please call the Town Administrator's Office at (508) 430-7513 or stop by Town Hall, 732 Main Street, Harwich where the information is on file.

Meggan Eldredge
Assistant Town Administrator

The Cape Cod Chronicle
Oct. 21, 2021



TOWN OF HARWICH

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645

MINUTES

Utility Hearing – Wyndemere Bluffs Road/12 Sea Breeze Avenue Friday, November 5, 2021

THOSE IN ATTENDANCE: Meggan Eldredge Assistant Town Administrator, Ellen A. Powell, Administrative Secretary, and Representative from Eversource: Marissa Jackson. There were no abutters or members of the public present.

The Assistant Town Administrator called the hearing to order at 10:00 A.M. and read the Utility Hearing Notice.

Marissa Jackson from Eversource, confirmed the work to be performed which is proposed to install 40' +/- of 1-3" conduit under the public road. The purpose of this construction would be to provide new underground service to 12 Sea Breeze Avenue. Ms. Eldredge confirmed no pole needed for work. Ms. Jackson state she drove down Sea Breeze Avenue and with no poles on the road that Eversource will be using existing pole 23/8 on Wyndemere Bluffs Road to run conduit from the town road to customer handhold to service 12 Sea Breeze Ave.

Mrs. Eldredge advised that she would recommend to the Board of Selectmen at the November 15, 2021 meeting to approve the installation of 40' +/- of 1-3" conduit under the public road to provide new underground service to 12 Sea Breeze Avenue.

The hearing was adjourned at 10:02 A.M.

Submitted by:
Ellen A. Powell
Administrative Secretary

Attachments

NEW BUSINESS

ANNUAL
COMMITTEE
PRESENTATIONS

OFFICE OF THE SELECTMEN

PHONE (508) 430-7513
FAX (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



TO: Board of Health, Community Center Facilities Committee, Council on Aging,
FROM: Board of Selectmen
DATE: October 28, 2021
RE: 2021 Annual Meeting with the Board of Selectmen - Reminder

Dear Chairman and Members:

In accordance with Harwich Home Rule Charter, Chapter 7, Section 2-3, each board, commission and committee shall meet annually with the Board of Selectmen for the purpose of discussing accomplishments and future plans.

Your committee is scheduled to meet with the Selectmen on **November 15, 2021**.

The Chairman of your committee is requested to be in attendance on the above date. The Vice Chair may attend in the absence of the Chairman.

Please prepare a written summary of the following items:

- Brief Highlight of last year
- List of Committee Members
- Organization of Committee: Chair, Vice Chair, etc.
- Are members sworn in?
- Is your member's State Ethics testing up to date?
- Does your Committee charge need review/updating? If so, thoughts to what needs addressing.
- What does your Committee need: assistance/support, finding members
- Member attendance/absences
- Are you posting Agendas and Minutes?

These written summaries will need to be provided to the Town Administration office one (1) week before your meeting date. If you have specific items that you would like to speak in regards to, there will be a 3-5 minute discussion period during the meeting. The Board of Selectmen will read and review your report prior to your presentation, please plan to only review bullet points at your presentation. We look forward to meeting with you.

<http://www.mass.gov/ethics/>

2021 Annual Report of the Board of Health

I want to thank the Board of Selectmen for giving us the opportunity to meet with you tonight. In particular, we thank our liaison, Larry Ballantine for being a steady presence at our meetings.

All board members have been sworn in and have taken their state ethics course. And there have been no recurrent absences and all absences were excused absences. All meetings are posted and advertised in accordance with the Open Meeting Law and meeting minutes are voted and available to the public for past meetings online as well as in hard copy at the Health Department.

2021 followed one of the most challenging years for the Board of Health in memory.

- As COVID-19 still looms large as a health threat, great focus continued to be on existing and emerging threats to public safety. First and foremost, we were diligently supplied up to the minute reports on the trajectory of the pandemic by our Health Director. This enabled us to make the most informed decisions possible. As such, we continued discussions about appropriate safety orders for public places were held. After we ultimately voted to lift an Emergency Order for facial coverings along Rt. 28 between Bank Street and Lower County Road, we, at first, allowed the gradual opening of Town Hall to the public and to allow in person meetings of our boards and committees. Due to a variant surge during the course of the year, we voted to once again require face coverings during Board, Committee and Town Meeting where distancing was not possible. With so many things going on almost daily, we were able to continue to explore the complimentary, but separate, roles of the Board of Health (in the policy arena) and the Health Director (implementing policy and guiding the day to day activities of the Health Department).

But even with all the things related to COVID going on, other important business was addressed:

- We discussed and adopted a new Sewer Connection Regulation
- We began discussions of revising the Animal Regulations
- We began discussions on creation of a piggery application fee
- We held discussions of sewer time extension criteria for sewer hook-ups
- The Board of Health voted to allow for In House Variance Applications
- We changed Board of Health meeting start time to 6:30 p.m.

- We adopted Town of Harwich Fertilizer and Nutrient Control Regulations (regrettably the Board will be meeting on November 16, 2021 to vote to rescind this regulation over jurisdiction concerns raised by the state)
- We approved the FY22 VNA Contract

Board of Health Agenda Stats:

- Board of Health Variance requests-17
- Board of Health Reconsideration requests-8
- Show Cause Hearings- 5
- Aggregate & Nitrogen Loading- 1
- Plumbing Code Variance request- 1

At this time, I would like to recognize the efforts of the Town's dedicated Health Department staff who work daily to keep us all safe. They are Kathleen O'Neill Sc., D., R.S., our Health Director, Carrie Schoener, Senior Health Agent, Jennifer Clarke our Department's Executive Assistant. And we wish our previous Health Director, Meggan Eldredge, all the best.

As well, thanks to the other members who make up the Board of Health: Sharon Pflieger, MS, our Vice Chair, Ron Dowgiallo, D.M.D., Matt Antoine, Kevin DuPont, RN.

In closing, it remains an honor for all of us to serve the health needs of Town of Harwich.

Respectfully submitted,

Pamela R Howell, RN

Harwich Board of Health Chair

Board of Health:

Selectmen Handbook:

The Harwich Board of Health, authority of the Board of Selectmen is vested with the charge of protecting, monitoring and safeguarding the health, safety and welfare of its citizens. The Board of Selectmen appoints members to the Board of Health for a term of three years. Monthly meeting require several hours of preparation as well as several hours in meeting activities. Variables in time commitment are, for example, the nature and the complexity of the issues to be resolved as well as the individual time requirements necessary to produce desired result. Most issues are straight forward.

Charter:

Section 4. Board of Health

7-4-1 A board of health of up to five members shall be appointed by the board of selectmen in such numbers as outlined in chapter 7, Article III, Boards and Committees, of the Town's bylaws for 3-year overlapping terms. One member, at least, shall be a doctor of medicine, or a person with significant experience in public health. [Amended 5-1-2017 ATM by Art. 3813]

7-4-2 A health director shall be appointed by the town administrator, as provided in clause 4-4- 1. The health director shall be subject to the day-to-day supervision of the town administrator within the scope of the general policy and direction established by the board of health.

Report for the Harwich Community Center Facilities Committee 2021

The Facilities Committee is pleased to provide this report to the Board of Selectmen and to update you on the work and services provided by the Community Center.

The Facilities Committee has meetings on the second Friday of the month at 10 am. The Committee recently reorganized with members holding the following roles: Brian Power Chairman, Angelina Chilaka Vice Chair, Ralph Smith COA representative, Vahan Kachadoorian Recreation Representative, and Sean Libby. We have recently reached out to the Town Clerk to get information on member's status and necessary requirements. We are currently getting all our members up to date with State Ethics training requirements. All Committee agendas and minutes are appropriately posted and are up to date.

We are currently working with our liaison from the Board of Selectmen, Larry Ballantine, on the charge of the Committee. In addition, we are working on holding public information sessions for both Room Use and Weight Room fees. The Committee and departmental staff will provide feedback and recommendations to the Board of Selectmen, and plan a formal public hearing, if the Selectmen determine changes to the fees are warranted.

We wanted to take this opportunity to highlight and share information on the work and events at the Community Center in FY 21 and the beginning of FY 22.

Operations during this period of time have been significantly impacted by COVID-19. As you can see below, even during the height of pandemic impacts, the Community Center found creative ways to serve our community. We are thrilled to be transitioning back to our ordinary scale of pre-pandemic operations.

In July 2020, the Community Center reopened to the public on a limited basis after closing several months earlier in March. Groups were welcomed back, within certain size and activity guidelines. Contact tracing procedures were implemented to ensure patrons could be reached in the event of a positive case onsite. Access to common equipment (coffee maker, hallway and reception seating areas, mats for fitness classes, etc.) was restricted. Group members were required to maintain social distancing and adhere to mask mandates. By July 2021, all activity type, capacity, and mask restrictions were lifted. Details on building use by community groups is outlined in more detail below.

The initial reopening policy also called for program and activity bookings to occur on a month-to-month basis. This is designed to ensure that building operations remain responsive to changes in local, state, and federal guidelines, to prevent groups from paying for a service they may be unable to utilize (in the event of further restrictions or closures), and to provide a framework for continuous check ins with the groups that use this space. Through the hard work of Community Center staff and the flexibility of groups and patrons, this process has continued successfully to the present.

In October 2020, the Community Center reopened its Weight Room. Fitness equipment was spaced out between multiple rooms to provide additional distance between machines. Members signed up for designated time slots, with a maximum of six participants signing up for any given

slot. There was a window of time allocated between each slot to provide for full sanitation. Locker rooms and showers remained closed during this time. Beginning in July 2021, the Community Center was able to reopen its Weight Room at full scale, including locker room access, with no capacity or time slot restrictions. Personal Trainer Jill Brown is now back providing consultations and education to participants, ensuring everyone is safe and getting the most out of their membership. Membership details are available in the attached charts. Through each of these permutations, the Center was thrilled to find ways to make this tremendously popular resource available to members!

Passport services provided at the Community Center by the two certified agents, Carolyn Carey and Samantha Estabrook, continue to be heavily utilized. The Center processes new passport applications and assists residents in completing applications for renewals. For the 2021 calendar year to date, staff have processed 253 new applications and assisted with 122 renewals. While this is a bit lower than past years, it is impressive in light of restrictions on building access, as well as broader scale travel restrictions.

The Community Center is known not only as a space for community groups to host meetings and events, but also for a variety of new and recurring large events organized by staff. Undeterred by external factors, Director Carolyn Carey found ways to modify special events to ensure they were safe and enjoyable. In the spring, she spearheaded an Easter celebration where families could pick up prepackaged Easter eggs and other goodies in advance to enjoy at home. Similarly in the fall, she coordinated the Halloween costume “Boo-tique” by appointment to ensure children and families had the opportunity to pick out costumes. For the second year in a row, the Center hosted a drive thru Halloween party with multiple stations to trick or treat on the property. We distributed lots of candy and other treats to over 320 kids! This was made possible with generous donations from community groups and individuals, volunteer support staffing the event, and the help of the Harwich Police Department providing lighting and traffic flow assistance!

The Fall has been a busy time overall. In September, the Center was able to provide building access for attendees of the annual Cranberry Festival. September was also marked by the Special Town Election to fill the vacant seat on the Board of Selectmen held in the Community Center gymnasium. In October, we were excited to host the first indoor Town Meeting since the start of the pandemic! October was also filled with three separate drive thru flu clinics organized by the Health Department, one for Town staff and two for the public. In the coming weeks, we look forward to continuing our annual partnership with the Department of Children and Families to collect holiday gift donations. All donations stay local and help ensure all kids on the Cape have a joyful holiday season. Letters to Santa will also be back – be sure to let the kids (and adults!) in your life know we’ll be shipping their letters to the North Pole soon. We’re also looking forward to a Holiday Concert with the Town Band on December 19th.

While we often focus on the success of the programs occurring inside the building, we would be remiss not to acknowledge the efforts that go into maintaining the beautiful exterior gardens. The gardens are maintained solely by volunteers – those volunteers completed over 130 hours or work towards that goal! Many visitors stop in and express their awe and gratitude for how well

these gardens are tended. A special thanks to Toni Hollingsworth for managing that volunteer effort and putting in many hours herself.

When reopening in July 2020, the building hours were reduced, limited to Monday through Friday, 6 AM to 4 PM. We are thrilled to report that, as of November 8, 2021, the building has expanded its hours of operation. Currently, the building is open Mondays from 6 AM to 6 PM, Tuesdays through Fridays 6 AM to 9 PM, and Saturdays from 8 AM to 4 PM. Staff and Committee members are cognizant of the importance of this space to all residents – older adults, kids, and everyone in between – expanded hours will make it possible for everyone to utilize this resource.

Staff remains committed to getting information about programs and resources out to the community. Updates and events are posted on the website, social media, Channel 18, and local radio. We have updated our Activities Listing booklet to reflect current operations and program details. The Center has also created a new monthly newsletter, available online, by email, and in hard copy, to help people stay up to date.

The accomplishments and undertakings of the last year highlight the invaluable contributions of the Community Center team. We thank Samantha Estabrook, Executive Assistant, Kerry Lotti, Office Assistant, and Mary Beth Buhler, Customer Service Representative Weight Room and of course Carolyn Carey, Director for their commitment and service to our community. These programs and services would be impossible without their efforts. We also wish to thank the other departments that share the building including Channel 18, the Council on Aging, and Recreation – the teamwork and collaboration shared within this space is unparalleled. The Community Center and Town as a whole are well served by their joint passion, creativity, and dedication.

As always, we remain committed to the continued growth and success of the Community Center, both during the pandemic and as we work to return to ordinary circumstances. The Center continues to find innovative ways to meet needs, support local groups and residents, and spread joy during these unique times, while also eagerly awaiting the opportunity to resume the full scope of onsite programming and events once it is safe. We look forward to working with you, with all other Town Departments, and with all members of our community to best serve the Town of Harwich.

Respectfully submitted,

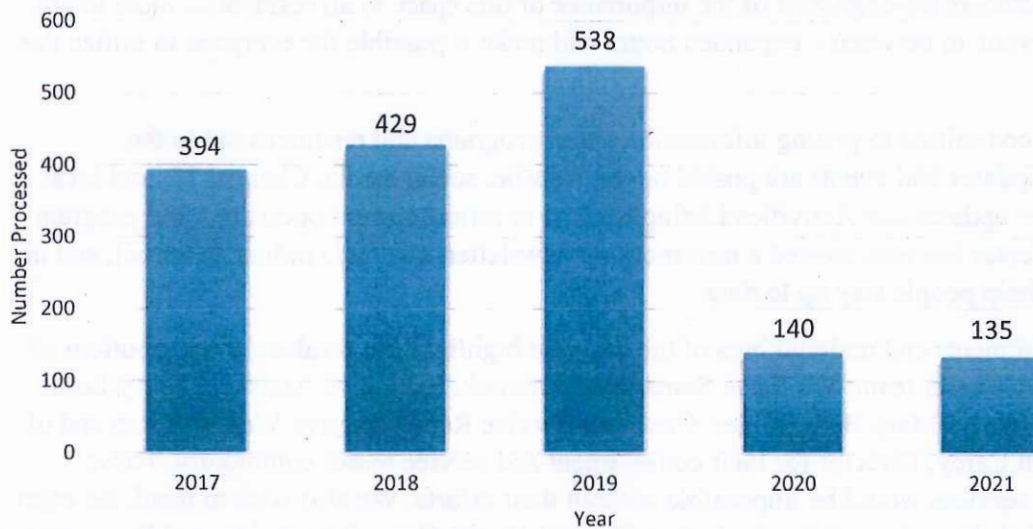
Carolyn Carey, Director
Brian Power, Chair
Angelina Chilaka, Vice Chair
Ralph Smith
Vahan Khachadoorian
Sean Libby

* New Passport Applications Processed
Passports Processed

2017	394
2018	429
2019	538
2020	140
2021	135

*The numbers represent only New Passports. In addition to the numbers provided, we also assist with Renewal Passports.

New Passports Applications Processed



Donations/Gifts

2017 \$	10,925.00
2018 \$	11,165.00
2019 \$	10,265.00
2020 \$	10,750.00
2021 \$	11,400.00

Donations / Gifts



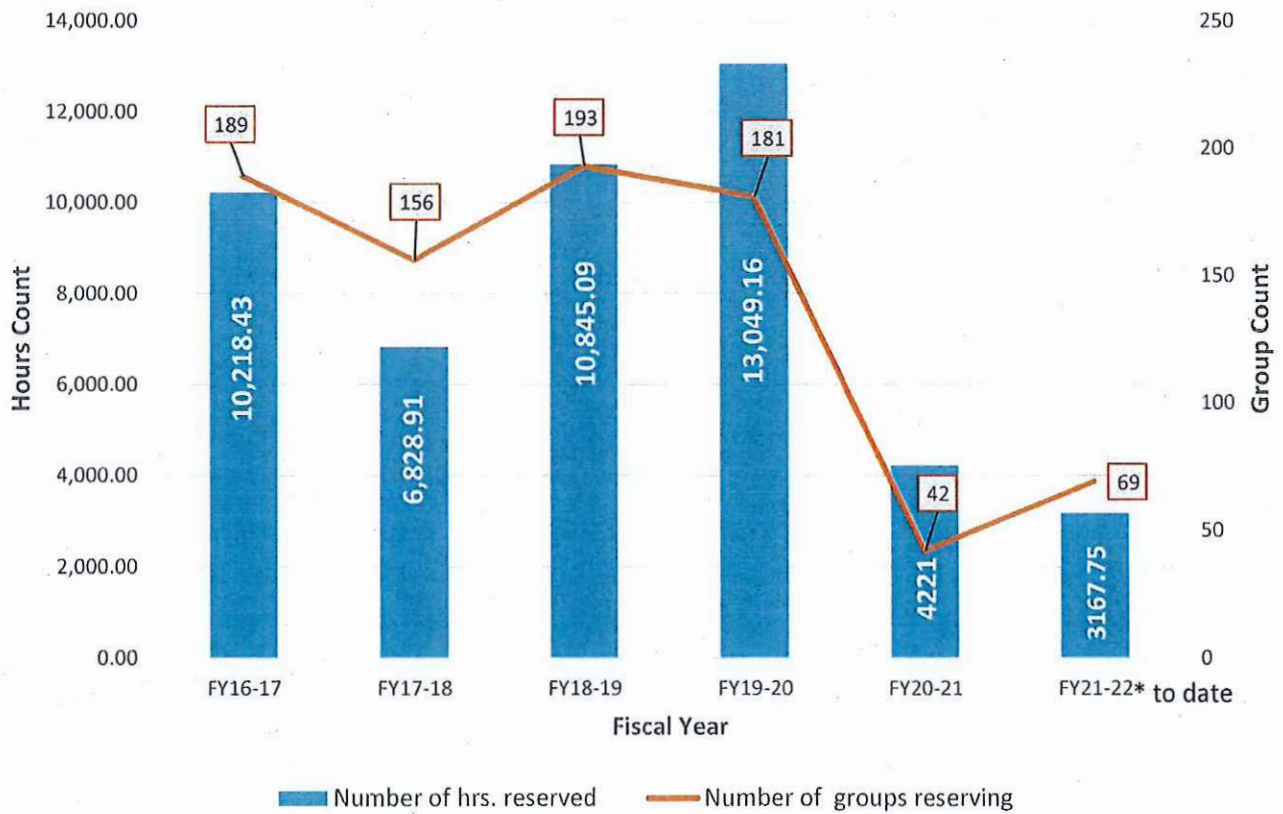
*Not including Halloween Donations

Harwich Community Center Fiscal Year Room Reservation Comparison

FY	Number of hrs. reserved	Number of groups reserving
FY 2016 - 2017 (7/2016 - 6/2017)	10,218.43	189
FY 2017 - 2018 (7/2017 - 6/2018)	6,828.91	156
FY 2018 - 2019 (7/2018 - 6/2019)	10,845.09	193
FY 2019 - 2020 (7/2019 - 6/2020)	13,049.16	181
FY 2020 - 2021 (7/2020 - 6/2021)	4221	42
FY 2021 - 2022 (7/2021 - 6/2022)	3167.75	69*

* to date

Room Reservation Counts *Hours Reserved & Number of Groups*



COMMUNITY CENTER FACILITIES COMMITTEE

The Community Center Facilities Committee is made up of five members appointed for three – year staggered terms, one from the Council on Aging, one from the Youth and Recreation Commission and three at large charged to:

- (1) Establish communications with the Council on Aging, the Recreation and Youth Commission and other community groups and organizations to determine the potential demand for use of the Community Center.
- (2) Develop, implement, and oversee policies and procedures for the use of shared areas of the Community Center and for the general operation of the buildings and grounds, including, but not limited to, procedures for providing balances access to various shared areas; distribution of information as needed to community groups and citizens with respect to those policies; development of procedures for dispute resolution. Adoption of any such policies, including additions or amendments to existing policies, shall be subject to the prior approval of the Board of Selectmen.
- (3) Develop and submit to the Town Administrator, in accordance with established practice, an annual budget for the maintenance and operation of the facility.
- (4) Undertake such other responsibilities relative to the use and maintenance of the facility as the Board of Selectmen may from time to time direct or charge. 18
- (5) Periodically update the Board of Selectmen as to status of its operations and current or potential problems.
- (6) Meet no less than once per month and maintain minutes of all meetings and file copies of those minutes in a timely fashion with the Town Clerk and the Board of Selectmen.
- (7) No later than December 31st of each year, submit to the Board of Selectmen an annual report suitable for inclusion in the Town Report.
- (8) Observe the requirements of the Open Meeting Law, the Charter of the Town of Harwich, and Roberts Rules of Order in the conducts of its business.
- (9) Refrain from entering into any negotiations, contracts or other discussions or activities which might be perceived as a commitment of an obligation on the part of the Town without prior consultation with and an affirmative vote of the Board of Selectmen.

TOWN OF HARWICH
Council on Aging
100 Oak Street
HARWICH, MA 02645
TEL: (508) 430-7550



To: Michael MacAskill, Chairman
Harwich Board of Selectmen

From: Council on Aging
Richard Waystack, Chairman
Carol Thayer, Vice Chairman
Ralph Smith
James Mangan
Joanne Lepore
Angelina Chilaka
Justin White, HFD, Alternate Member

CC: Joseph Powers, Town Administrator
Emily Mitchell, Director, Harwich Council on Aging

Date: November 12, 2021

RE: Annual Meeting with the Board of Selectmen

The Council on Aging, in this annual report to the Board of Selectmen, continues to promote our mission which is to support and advocate for older adults, their families, and caregivers.

The Council serves this mission in a variety of ways. We organize or sponsor programs designed to meet a wide variety of seniors' needs including entertainment, health and fitness, socialization, nutrition, and more. We bring in SHINE counselors who assist residents in navigating the complicated world of health insurance, attorneys who specialize in Elder Law, case-workers from the Homeless Prevention Council, specialists in providing foot care, specialized support groups, a monthly dental clinic, and video conferencing technology that allows people to make appointments regarding Social Security without having to travel to the Hyannis office. We provide free transportation to any resident who needs it to all Council on Aging program-

ming as well as to the Family Pantry, the library, local grocery stores, and further locations as well.

We continue to utilize and maximize our software. My Senior Center, which has allowed the Council to better serve the needs of our members. It has become an absolute necessity in this difficult year of Covid. This software allows us to manage events, track program attendance and volunteer hours, to communicate with members in a variety of ways, and to track statistics that are useful both for program evaluation and when applying for grant funding. The communication tools, which include the ability to send robocalls and to generate groups and email lists, have been enormously helpful. Staff can send event reminders, distribute the newsletter electronically, and provide information to our most at risk clients during emergencies. This latter use was particularly important during the tornado, as staff was able to provide at least daily updates to at risk and homebound seniors about road and weather conditions, resources, shelter openings, and more. We are thankful to have this functionality in place as we continue through hurricane season and approach the onset of winter weather.

We document attendance for all events and programs, volunteer hours, and transportation services. During FY 21, many programs and services that are part of the Department's ordinary operations were modified or paused due to COVID. For the majority of that year, the department prioritized the highest needs and provided primarily in the community or remotely. These services included essential transportation, lunch distribution and other nutrition supports, grocery/pharmacy assistance, outreach and Town Nurse Services, remote programs, and onsite 1:1 services. In FY 21, the Department delivered 14,696 meals and 508 orders of groceries, provided 1,457 rides on the COA van (note: the capacity varied from 1-2 passengers per trip with the vehicle fully sanitized in between), and had 529 residents join in programs. The Department also played a significant role coordinating homebound COVID vaccinations (63 residents), on-site clinics at the Pine Oaks senior affordable housing locations (all interested residents), and facilitating vaccine appointments at other regional locations (over 300 residents).

Beginning in FY 22, the Department has largely transitioned back to its pre-COVID scale and scope of operations, with additional precautions in place. Since resuming, we've served or delivered 5,273 meals, provided 858 van rides, and had 440 different people join us for events.

As a note, all these statistics are likely an underrepresentation of the number of people served. Staff are still working diligently to sign people up as members in the software database and to promote consistent program sign in. These efforts have improved our ability to capture data, but some people and programs are still not fully counted in the numbers above. Additionally, these numbers do not capture the extensive work of the Social Services Coordinator, Town Nurse, and Director done outside the COA including home visits, nursing care, and events held offsite.

Additionally, the bimonthly COA newsletter which serves as the primary source for sharing information about COA programs and resources with the public, is mailed to approximately 1,900 homes each month. The COA no longer has the ability to utilize a non profit rate to mail our newsletter and we thank the generosity of the Friends of The Harwich Council on Aging for

assisting with the costs. With the help of dedicated volunteers, another 300 copies are distributed to public locations around town including Town Hall, the libraries, Public Safety, and area housing complexes and medical offices. With the use of My Senior Center, we are now able to distribute the newsletter via email as well!

The Council on Aging could not provide the breadth and scope of programs and services without the aid of our many volunteers. Their donations of time, energy, and experience make our Council successful in reaching out to the countless members of our community who we serve. Our volunteers provide health insurance counseling through the SHINE program, offer specialized legal counseling, income tax preparation, rides to medical appointments, friendly visiting, and telephone reassurance. They also prepare, serve, and deliver meals, and many serve as the first smiling and helpful faces you see when you walk into the COA offices. To translate this service into numbers, volunteers provide upwards of 5,600 hours of service each year— this is roughly equivalent to three full-time staff members!

Our Volunteer Recognition events, have been suspended due to an abundance caution. We look forward to a resumption of them in the near future. The Board and Council are committed to holding two volunteer recognition events every year, as we could not provide the scope of services we offer without their support.

The COA has an exceptional relationship with the Friends of the Harwich Council on Aging under President Jack Brown, a 501(c)(3) nonprofit organization which supports programs and needs outside of the town budget for our seniors. A member of the COA attends Friends meetings monthly to coordinate programs and to continue to monitor the needs our senior population. Through their generosity, they have stepped up to help purchase the equipment necessary to continue to provide quality, nutritious meals.

Our relationship with the Department staff continues to excel. Emily Mitchell, Director, Social Services Coordinator, Julie Witas, Marie Carlson, Executive Assistant, Kate Seeley, Administrative Assistant, Susan Jussell, Town Nurse, Linda St. Pierre, Chef, and our dedicated Van Drivers, all of whom serve as integral members of the team in providing the services and programs that enable our seniors to be active, thriving members of our community.

The Council on Aging meets the third Wednesday of every month at the Community Center and our meetings are now taped and available to be viewed on Harwich's Channel 18. Mr. Larry Ballantine is the liaison to the Council on Aging, and we appreciate his availability as our link to the Board of Selectmen. Our posted meetings are open to the public, and we welcome any and all who share in our mission of providing comprehensive support for the older adult population in Harwich. Our members attendance is excellent, and we are awaiting the appointment of alternate member, Lt. Justin White of the Harwich Fire Department to a full member of the Council.

It is our honor and pleasure to assist the residents of Harwich, their families and caregivers; we thank you for the opportunity to serve!

Council on Aging

Selectmen Handbook:

The Council on Aging Board provides comprehensive support for Harwich's senior population, including services for socialization, information and referral, entertainment, health promotion and education. Through these services and as an advocate for seniors in the community and beyond, the BCOA enhances the quality of life for the town's seniors and their caregivers. Membership to The Board is by appointment by The Harwich Board of Selectmen. There will be 7 members appointed for three year terms. The Board meets at 9:30 AM, the first Wednesday of each month at The COA office located at the Harwich Community Center.

Charter:

Section 8. Council on Aging

7-8-1 A council on aging shall be appointed by the board of selectmen in such numbers as outlined in chapter 7, Article III, Boards and Committees, of the Town's by-laws for 3-year overlapping terms. [Amended 5-1-2017 ATM by Art. 3817]

7-8-2 The director of the council on aging shall be subject to the day-to-day supervision of the town administrator within the scope of the general policy and direction established by the council on aging.

Budget/Warrant Timeline for 2022 Annual Town Meeting (FY 2023)

DATE	DELIVERABLE	GOVERNANCE	TARGET DATE
Wednesday, September 22, 2021	Town CPC articles due to Administration		September 22, 2021
Monday, September 25, 2021	Town CPC articles presented to BOS for endorsement to proceed		September 25, 2021
Monday, November 1, 2021	Draft financial outlooks from Department Heads due to TA		Monday, November 1, 2021
Thursday, October 1, 2021	TA presents current financial assessment (on or before)	Charter, §9-2-1	November 22, 2021
Monday, October 5, 2021	BOS issues general policy statement on FY '22 budget development (on or before)	Charter, §9-2-2	November 22, 2021
Friday, October 1, 2021	Community Preservation Act (CPA) project applications due by 4:00pm	CPC Policy	October 1, 2021
Tuesday, November 23, 2021	TA presents operating budget development instructions to department heads for FY'23		
Tuesday, November 30, 2021	Capital Outlay Committee presents capital plan to TA		
Wednesday, December 1, 2021	Supplemental documents for CPA project applications due by 4:00pm	CPC Policy	
Friday, December 3, 2021	Department heads submit budget requests to TA (on or before)	Charter, §9-2-3	
Monday, December 6, 2021	Finance Committee publishes notice of hearing on capital outlay plan in newspaper	Charter, §9-7-1	December 9, 2021
Friday, December 10, 2021	Department heads submit article requests to TA (on or before)		
Monday, December 20, 2021	TA and Capital Outlay Committee present plan to joint BOS/FinCom meeting	Charter, §9-6-3	
Tuesday, January 18, 2022	Final review of Capital Outlay Budget for FY 2023 and Plan through FY 2027		
TO BE DETERMINED	Bid specifications for related articles must be submitted to Administration by 12:00pm		
TO BE DETERMINED	Presentation of draft Monomoy Regional School District budget		
TO BE DETERMINED	Presentation of draft Cape Cod Regional Technical High School budget		
Monday, February 7, 2022	TA submits comprehensive budget and budget message to BOS (on or before)	Charter, §9-2-4	

Budget/Warrant Timeline for 2022 Annual Town Meeting (FY 2023)

DATE	DELIVERABLE	GOVERNANCE	TARGET DATE
Friday, February 11, 2022	Final form of articles submitted to Board of Selectmen no later than noon on date shown	Code, § 271-1A	
Tuesday, February 22, 2022	BOS shall submit budget to the Finance Committee	Charter, §9-3-2	
Friday, February 25, 2022	Board of Selectmen submits articles to Finance Committee not later than 14 days after deadline for submission	Code, § 271-1B	
February 25, 2022	Board of Selectmen submits articles proposing changes to bylaws or charter to Bylaw/Charter Review Committee not later than 14 days after deadline for submission	Code, § 271-1B	
TO BE DETERMINED	Joint hearing between Board of Selectmen & Finance Committee on budget	Charter, §9-3-3	
Monday, March 14, 2022	Board of Selectmen votes to establish Special Town Meeting on 5/2/2022		
Monday, March 21, 2022	Board of Selectmen to close and sign Warrant for Special Town Meeting		
Monday, March 21, 2022	Finance Committee submits written recommendations on budget/articles	Charter, §9-3-3	
Monday, March 28, 2022	Board of Selectmen to close and sign Warrants for Town Meeting and Town Election		
Thursday, April 14, 2022	Publish warrant in newspaper and every precinct (no later than 14 days before ATM)	Charter, §2-2-1	
Monday, May 2, 2022	2022 Annual Town Meeting (Fiscal Year 2022)	Charter, §2-3-1	

Annual Town Meeting – Monday, May 2, 2022
Annual Town Election – Tuesday, May 17, 2022
Special Town Meeting – Monday, May 3, 2022

= Further discussion needed

TOWN OF HARWICH
PROCEDURE FOR REMOTE PARTICIPATION

Remote Meeting Participation is authorized by amended Open Meeting Law regulation and is available to all municipal Boards, Committees and Commissions in accordance with the Attorney General's CMR 29.10 issued on November 11, 2011 (see attached) and approved by a vote of the Board of Selectmen on December 12, 2011. The Board of Selectmen on January 9, 2012 further adopted these local procedures for remote participation so long as a quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location.

- 1) The Town of Harwich will allow remote participation by audio and/or video communication.
- 2) A member of a Board, Committee or Commission who cannot attend a meeting for one or more of the five permissible reasons, must notify the chair/ acting chair that they qualify for and wish to participate remotely, or acting chair if the chair is seeking remote participation, and the chair /acting chair shall notify the Information Technology Director for set up of the tele-conference equipment in a meeting room at least 24 hours prior to the scheduled meeting based on the availability of equipment. (A cell phone with speaker phone or skype audio or video is an acceptable alternative technology but must be clearly audible to one another). When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
- 3) Chair or Acting Chair shall identify for the record any or all remote participants at the start of the meeting.
- 4) To assure accurate votes taken during the meeting, the Chair shall specifically ask for the remote participant's vote.
- 5) The meeting minutes shall reflect the member who participated by remote access.
- 6) Members are allowed to participate remotely up to three times per calendar year. If circumstances warrant an extension longer than three remote participations per year, the Board of Selectmen must vote to grant such extension.
- 7) Remote participation shall be limited to two (2) members at any meeting.
- 8) Cost of remote participation shall be borne by the remotely participating member.

The five permissible reasons allowed for remote participation are:

- 1) Personal illness;
- 2) Personal disability;
- 3) Emergency;
- 4) Military service; or
- 5) Geographic distance

Adopted at a Public Meeting of the Board of Selectmen on January 9, 2012.
Amended May 23, 2016